

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency

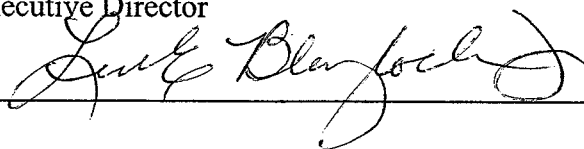
Little Rock, Arkansas 72201

AR Notice AS-70

For: All State and County Office Employees

FY 2003 Federal and Non-Federal Equipment Requests

Approved by: State Executive Director



1 Overview

A Background

In FY 2002, the National Office changed the process for allocating funds for the purchase of equipment/furniture. States have received Federal and Non-Federal equipment allotments using a base level of funding for every State, with remaining available funding being spread proportionally to all offices using FTE ceilings.

B Purpose

This notice advises all County Offices of the process for requesting equipment/furniture for FY2003 by **June 5, 2003**. Please evaluate needs and submit FSA-199 by this date. Please resubmit requests made in prior years and any previous requests submitted by any other method than Form FSA-199.

2 Requesting Equipment

County Offices and Farm Loan Teams shall:

- Thoroughly assess essential FY 2003 equipment or furniture needs. Please be specific in the description, i.e. size, color, speed, etc.
- prepare and submit FSA-199 to the State Office for review and approval.
- Submit separate requests for federal and non-federal equipment. This is necessary because FLP requests are funded with federal funds while non-federal funds are included in County Office administrative allotments.
- District Director concurrence is required. Ensure that FSA-199 is signed by your DD. Requests that do not have DD signature **will be returned** to the County Office.

Note: Compliance and grain test equipment are funded by non-Federal County Office funds

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Disposal Date

October 1, 2004

05-14-03

Distribution

FSA State and County Office Employees

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3 ADP Equipment

ADP equipment will not be purchased by the State Office. Please do not include any of the following on Form FSA-199.

- PC's, desktop and laptop
- Printers
- new software or software upgrades
- FAX equipment
- Telephone equipment

4 Non-ADP Equipment

Non-ADP equipment includes the following categories:

- Calculators
- Copiers
- Typewriters
- Furniture, i.e. desks, chairs file cabinets, tables, bookcases, divider panels,
- Shredders
- Mail related equipment, i.e. labeler, tabber, sealers, folding machine

5 Action

Exhibit 1 contains Form FSA-199. Submit to the State Office by **June 5, 2003**. Offices that do not submit the requests timely will not be considered for FY-2003 funding.

FSA-199 may be submitted by mail or fax to 501-301-3086, Attn: Charlotte Murphy.

6 Contact

Direct questions to Charlotte Murphy at:

Internet E-mail: charlotte.murphy@ar.usda.gov
Telephone: 501-301-3016